



OFFICE OF COURT ADMINISTRATION

Carl Reynolds
Administrative Director

JOB VACANCY NOTICE

Posting Date: July 1, 2010

Closing Date: Until Filled

Job Listing Identification Number: OCA-212-10-21

State Classification Number and Step: 3501/B20

State Job Title: Attorney

FLSA Status: Exempt

Agency Job Title: Staff Attorney I

Location: Austin, TX

Monthly Salary Range: \$3,750 – \$5,417

Type of Job: Full Time

Remarks: see below

Travel Required: Yes 10%

Job Description: Performs entry-level attorney work involving examining and preparing legal documents, rendering legal advice and counsel, and assisting in preparing cases for post-conviction litigation. Works under the close supervision of a senior attorney.

Essential Job Functions:

- Assists in drafting legal documents including post-conviction pleadings, hearing briefs, and affidavits.
- Researches points of law involved in state post-conviction proceedings.
- Assists in conducting post-conviction habeas corpus proceedings

Minimum Qualifications:

- Graduation from an accredited law school with a LL.B or J.D. degree
- Membership or eligibility for admission to the Texas Bar

Preferred Qualifications:

- Excellent oral and written communication skills
- Superior research, analysis and writing skills
- Proficiency in standard word processing software
- Commitment to a team-based litigation approach
- Commitment to the defense of death-sentenced individuals

Employment Conditions:

- Operates standard office equipment and software.
- Must sit for extended periods of time.
- May operate personal vehicle to conduct agency business.

Remarks: The Office of Capital Writs (“OCW”) is a newly created state agency which will begin operation on September 1, 2010. The OCW is a capital post-conviction office, charged with representing death sentenced persons in state post-conviction habeas corpus and related proceedings.

Send completed State Job Application Form to Human Resources, Office of Court Administration, 205 W. 14th Street, Suite 600, Tom C. Clark Building, Austin, Texas 78701 or fax to 512/936-7563. State applications are available on the Internet at WorkinTexas.com. Resumes may accompany applications but will not be accepted in lieu of a completed application. Following a screening of applications, interviews of qualified applicants who have sent in a **completed state application** will be scheduled.

The Office of Court Administration is an Equal Opportunity Employer and does not discriminate on the basis of race, national origin, sex, religion, age or disability in employment or the provision of services.

In compliance with the Americans with Disabilities Act, any request for reasonable accommodations needed during the application process should be communicated by the applicant to Kate Oehlers, the Office of Court Administration's Human Resources Officer, at 512/936-1611.